

**From:** McNamara, Ann (DPH) <Ann.Mcnamara@state.ma.us>  
**Sent:** Wednesday, December 24, 2008 8:17 AM  
**To:** DPH-SLI Purchasing (DPH); Borne, Alan (DPH); Corban, Doreen (DPH)  
**Cc:** Smole, Sandra (DPH); Han, Linda (DPH); Fausett, Gary (DPH); Cheney, Sally (DPH)

Good Morning All,

In reviewing our recent orders from the ELC grant there are a number of items that will not arrive by 12/31. We have very limited starting funds for the new grant year. All orders recently placed on this grant were to arrive by 12/31. At least two will not (see listing below). Alan Borne will let you know if his orders will arrive. It is really important for our next grant year that none of these expenses (anything arriving after 12/31) are charged to the account.

Purchasing: Please cancel orders for the two orders listed below. They are on back order and will not arrive prior to 12/31. I understand this is last minute, so if I can help with this please let me know.

	5250	52509297102320080665	FISHER SCIENTIFIC COMPANY LLC	10/28/2008 10:39	974
		52509297102320080667	VWR SCIENTIFIC	10/27/2008 14:50	122.4

Alan:  
 Please let purchasing know if these items on PO listed below will be received by 12/31. We have limited funding for the start of our new grant year, and if these items arrive after 12/31 they will be charged to the new grant year. Please cancel any item that will not arrived by 12/31.

52829331112620080832	FISHER SCIENTIFIC COMPANY LLC	935.32
52829338120320080862	FISHER SCIENTIFIC COMPANY LLC	1477.28
52829339120420080863	VWR SCIENTIFIC	3354

Doreen:

Please let purchasing know if you will be receiving the software prior to 12/31.

5116	INTF5104U05SITS33041	PEOPLESERVE PRS INC	12/22/2008 15:03	15000
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